

Pregnancy Service Center, Inc.

Executive Assistant

GENERAL DESCRIPTION: The Executive Assistant serves to assist the Executive Director in fundraising and outreach efforts. Responsible for all data entry, performing bookkeeping and accounting related directly to the operations of the pregnancy center.

FULL-TIME (32-40 hours/week)

REPORTS TO: Executive Director

SUPERVISES: Chairpersons on special event and service committees

QUALIFICATIONS:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Active participation in a local Bible teaching church.
3. Demonstrates Godly leadership by maintaining personal, professional, and spiritual health
4. Exhibit strong commitment and dedication to the pro-life position and sexual purity
5. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the center
6. Education background includes post-secondary emphasis in bookkeeping or accounting or related fields.
7. Have experience with fundraising, event planning, general accounting procedures and knowledge of QuickBooks.
8. Have working knowledge in all Microsoft software: Word, Excel, PowerPoint, Publisher, technology, and social media
9. Exhibit excellent organization and administrative qualities.
10. People and communication skills a must.
11. Ability to organize, coordinate multiple projects and compile data.
12. Be self-motivated, dependable, and responsible.
13. Sufficiently healed of your own past traumas in life (abuse, molestation, abortion, etc.).*

**Staff who may have client contact and are post-abortive, must meet with the coordinator of our Post-Abortive Program and complete the Post Abortion program before being eligible to serve. This information will be kept confidential.*

Pregnancy Service Center, Inc. Executive Assistant

ACCOUNTING:

1. Responsible for bookkeeping and accounting transactions
2. Provide for full monthly and year end financial reports submitted to the Executive Director and PSC Board.
3. Serve on the PSC Finance Committee of the BOD and assist in setting an annual budget.
4. Work with the PSC Treasurer to ensure that accurate and current financial records are kept.
5. Complete all financial records prior to and after special fundraising events.

ADMINISTRATIVE:

1. Assist the Executive Director in fund raising efforts.
2. Handle routine business calls in the absence of and/or that do not require Executive Director assistance.
3. Responsible for data entry of PSC donor and client files/records.
4. Regularly update the PSC mailing list.
5. Correspond with PSC vendors and with groups or individuals wanting donations.
6. Represent the PSC at various activities as requested by the Executive Director.
7. Annually review position and perform goal setting in preparation for performance review with the Executive Director.
8. Maintain and build files as needed in support of donor databases.
9. Maintain and order office supplies.

ASSIST WITH CHURCH / DONOR / COMMUNITY RELATIONS:

1. Oversee mailings to supportive and potentially supportive churches.
2. Organize and oversee Christmas cards and donor letters during the year.
3. Develop and utilize information from the donor database.
4. Assist the Executive Director in expanding church financial development
5. Educate community and church groups about the services and ministry of the PSC with the goal of obtaining their support and involvement.
6. Assist the Executive Director in promoting and developing church and community relations.

COORDINATE THE FOLLOWING PROJECTS:

1. Special Interest Gatherings (Opens Houses, Donor Luncheons, etc.)
2. Other projects as directed by the Executive Director and BOD

ASSIST WITH FUND RAISING EVENTS:

Work with support staff chairpersons on special event and service committees to achieve higher participatory and financial goals for the major fundraising events. Maintain separate files and protocols for each of these events. Events include but not limited to:

- Spring Banquet (March/April)
- Change for Life-Baby Bottle Campaign (January, May-July)
- Walk for Life (October)
- Sanctity of Human Life (January)

OTHER Duties:

1. Accept assignments not specifically delineated above as requested by the Executive Director and board
2. Participate in meetings, trainings, events and fundraising efforts as requested by Executive Director.
3. Attend staff development workshops and conferences as approved by the Executive Director.
4. Weekly consulting time with the Executive Director.

See Employment Application on Home Page.

UPDATED: 04/17